

Brittany E. Lutz

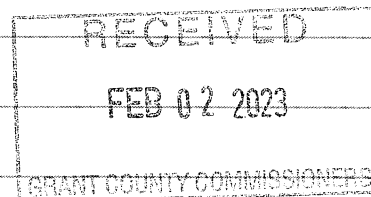
From: noreply@civicplus.com
Sent: Wednesday, February 1, 2023 1:58 PM
To: BOCC Consent
Subject: Online Form Submittal: OUT OF STATE TRAVEL REQUEST APPLICATION

****EXTERNAL EMAIL****

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OUT OF STATE TRAVEL REQUEST APPLICATION

Traveler's Name	Angie Hightower
Dept/Committee	District Court
Date of Request	2/1/2023
Travel Type	Out of State Travel
Departure Date	6/24/2023 3:00 PM
Return Date	6/30/2023 6:00 PM
Grant	Yes
Fund/Dept	001.102.00.9047.512406003/DC
Destination (City, County, State)	Houston Harris County Texas
Purpose of Travel	Attend NADCP Rise 2023 Conference
Hotel - GSA Rate	122.00
Hotel - Nightly Rate	122.00
Cost Application	Government Rate
Rental Car Required	Yes
Hotel Total	700.00
Conference Fee	895.00
Daily M&IE at Destination	69.00
Rental Car Cost per day	100.00



Explanation for Rate (required if hotel cost is greater than per diem, or government rate)	Hotel rate can be higher is conference housing is not available due to registration delay
Air Carrier	Alaska
Cost of Flight	800.00
Total trip cost (Include all cost totals)	3500.00
Preparer's Name	Angie Hightower
Preparer's Title	Probation Manager/Community Court Probation Officer
Preapproved by EO/DH?	Yes

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

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